

Report for Week Ending 21 May 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

a. Tangible

- ✓ (1) Assisted Legislative Counsel in retiring three cubic feet of records and in revamping the subject file. When consolidation of files has been completed a revised records control schedule will be written. [REDACTED] 25X1A9a
- ✓ (2) Aided the Medical Office, Support Staff, in retiring one box of permanent records. Additional records are being disposed of in accordance with the schedule. The contents of one safe are being destroyed or retired and safe will be released from the Office. [REDACTED] 25X1A9a 25X1A9a
- ✓ (3) Records Management Survey - Office of DCI [REDACTED]

25X1A9a The report has been approved by this Staff and hand carried to [REDACTED]. The report contains 13 recommendations for improving mail and file systems in Executive Registry.

- 25X1A9a ✓ (4) Installation of Subject-Numeric File in Office of Director of Personnel. [REDACTED]

Completed installation of Subject-Numeric file. Screened 40 cu. ft.; recommended retirement of 4 cu. ft. and refilled remaining material. Conducted 4 briefing sessions and trained 5 secretaries and 4 officers in Subject-Numeric filing. Screening resulted in discontinuance of 2 periodic negative reports; disposition of 1 cu. ft. of Top Secret material; centralizing in one safe and one Subject-Numeric file material previously held in 6 safes and 6 files. Prepared new file plan for office of Director of Personnel.

- 25X1A9a ✓ (5) Improved Filing System for Biographic Profiles (Form 1200), Selection Staff, OP [REDACTED].

Completed. Original expansion file pocket proved OK but costs \$1.05 each and provides greater capacity than required except for 10% of file. Procured commercially for test use a more satisfactory file pocket of smaller but adequate capacity for 90% of file which costs 39¢ each. Chief, Selection Staff prefers this method after comparison test and intends to order in quantity through ARO/OP and OL. Both sizes of pockets will be used in combination to replace present home made system

✓ using hard pressboard backing sheets and two snap ring clips. Records Management Staff original recommendation for loose-filing in soft folders was rejected without test based on belief of supervisor that loose filing would result in frequent misfiling, dropping of loose forms requiring refiling, and insufficient protection for master originals of Biographic Profile. Obtained two catalogs from OL Reference Library for use by Selection Staff in quantity ordering. Chief, Selection Staff and ARO/OP expressed appreciation for Records Management Staff assistance in this filing problem.

2. Assignments - Active

25X1A9a a. Assistance to ARO/OP in Op Internal Instructions on Records Management. [REDACTED]

ARO/OP reports proposed draft of OP Memorandum restating and updating Records Management Program for OP was returned from EX OP with indication that D/Pers does not consider its publication necessary at this time because he considers Records Management program in OP is working satisfactorily.

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✓ b. Legislative Counsel [REDACTED] 25X1A9a

The form and procedures for recording liaison contact with the Congress has been accepted. Mr. [REDACTED] Assistant Legislative Counsel indicated he would like the project handled on an informal basis so no report was prepared for them. We are now having the form printed in the Agency to be used for the remainder of this session of Congress. If no changes are required in format, a supply will then be requested which will be used when the next session of Congress begins.

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✓ c. Records Management Survey/Office of Personnel [REDACTED]

Fact finding phase is completed with the exception of two problems of which the answer is expected in the next day or two. Survey report is being prepared which will be submitted to and discussed with the Deputy Director of Personnel For Planning and Development this coming Monday. A copy of this report will be circulated within the Records Management Staff for informational purposes.

✓ d. File Systems - ORR Staff [REDACTED] 25X1A9a

Installation is continuing in the Office of the Chief, Intelligence Information Staff. Subject files have not been cut-off since their beginning in 1948.

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e. OTR - Records Control Schedule [REDACTED]

✓ The schedule for the records of [REDACTED] has been revised and is now in the process of being typed. On examination of the filing equipment it was found that 12 - 4 drawer legal safes had been returned to stock. The replacement costs of the safes at the present market value, amounts to \$5,136. The amount of material destroyed is estimated at 70 cu. ft.

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f. File Equipment Review [REDACTED]

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A request for 12 - 4 drawer Safe filing cabinets was approved for OSI. Mrs. [REDACTED] ARO, stated that this requirement is a result of an increase in the T/O for the Office.

g. Map Library Division, ORR [REDACTED]

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No change from previous report. 25X1A9a

h. Acquisitions Branch Library, OCR [REDACTED]

No change from previous report.

3. Vital Materials

a. Microfilming of Vital Materials in OSI and Personnel continues. Filming in OSI is approximately 90% complete and about 50% complete in Personnel.

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b. Mr. [REDACTED] ARO for Medical Office, has requested that we defer microfilming of the medical records of relocation personnel until the middle of June. He felt that this delay would provide us with a more current collection as deletions and additions are always occurring.

c. Reviews of Vital Materials Deposit Schedules continue. NSC, ONE, General Counsel, OO, Personnel and the Office of Training are presently reviewing their current schedules.

d. Messrs [REDACTED] accompanied last weeks trip to the repository. As a result of this trip, Mr. [REDACTED] Chief, Map Procurement Division, has requested 13 additional 5 - drawer map cabinets, and 13 25 drawer file cabinets. These additional cabinets needed to accommodate the increased map deposits, will be confined to space previously allocated to the map people over 18 months ago.

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On Thursday, 15 May a special trip was made to the repository to accommodate ten OCR people. All Staffs and Divisions were represented, many by the division Chief, This trip should prove very helpful in the preparation of VM deposit schedules in OCR. Included in this trip were:

25X1A9a Mr. [REDACTED] OCR/BR
Mr. [REDACTED] OCR/GR
Mr. [REDACTED] OCR/IR
Mr. [REDACTED], OCR/Library Division
Mr. [REDACTED] OCR/Machine Division
Mr. [REDACTED] R/SR
Mr. [REDACTED] CR/SD
Mr. [REDACTED] OCR/DD
Mrs. [REDACTED] OCR/Admin. Staff

4. News

- 25X1A9a a. The previously reported problem of transporting ORR /Map Division people each week to the repository has been solved. In the future, Mr. [REDACTED] of the Map Division, who is authorized to drive an Agency car, will be responsible for all future trips.
- 25X1A9a Mr. [REDACTED] will also work on map deposits while at the repository.

[REDACTED]

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